



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 5th BRIGADE (HS)**  
**95th DIVISION (INSTITUTIONAL TRAINING)**  
**1920 HARRY WURZBACH HIGHWAY**  
**SAN ANTONIO, TEXAS 78209-6097**

REPLY TO  
ATTENTION OF

AFRC-TOK-E (140)

S: 10 July 2004  
10 June 2004

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Announcement of Staff Officer Vacancy**

1. Reference AR 140-10, Assignments, Attachments, Details, and Transfers.
2. Applications are now being accepted for the following position as indicated below:

**Brigade Deputy Commander, HQ's 5<sup>th</sup> Brigade (Health Services) 95<sup>th</sup> Division (IT),  
San Antonio, TX; GRADE: LTC; BRANCH: Medical Service Corps; AOC: 70H;  
Position available upon selection.**

3. Applicants will possess the following prerequisites:
  - a. Be presently in the grade for the position or selected for promotion.
  - b. Meet the physical fitness and height/weight standards as outlined in AR 350-15 and AR 600-9.
  - c. Have three (3) years of service remaining prior to mandatory removal date (waiverable).
  - d. Must reside within commuting distance (50 miles) of the advertised position vacancy. If, not, the applicant must complete the statement shown at enclosure 4.
4. Applications are to be submitted to this headquarters, ATTN: AFRC-TOK-E (Mr. Carofilis), to arrive not later than 21 April 2004. The application will consist of the following items:
  - a. A transmittal letter depicting the position for which you desire to be considered. Include both business and home telephone numbers, as shown at enclosure 1.
  - b. Official photograph IAW AR 640-30 taken within the last twelve (12) months showing applicant in Class A uniform wearing all authorized awards and decorations. Applicant will prepare a standard label and type rank, name, SSN, height, weight, and date. This label will be signed by the applicant and affixed to the reverse bottom of the photograph.
  - c. Resume of Service Career, as shown at enclosure 2.
  - d. Verified up-to-date copy of DA Form 2B (PQR).

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- e. DA Form 2-1, signed and dated by the applicant or DA Form 4037, (Officer Record Brief) for IMA/IRR Officers.
  - f. Copy of applicant's last three (3) Officer Evaluation Reports (OER).
  - g. Commander's statement shown at enclosure 3.
  - h. Statement of Travel Distance, if applicable, shown at enclosure 4.
  - i. The application will be fastened to the right side of a plain manila folder with two prong (Eco) fastener (minus top). A label will be prepared and placed in the left edge of the manila folder with rank and name typed (see example).
5. Application packets may be forwarded directly to this headquarters.
6. Qualified applicants will be notified of the personal interview schedule, if applicable.
7. Point of contact is Mr. Elias Carofilis, Brigade Supervisory Staff Administrator, Phone CML (210) 221-3925, FAX (210) 221-4970, Email CarofilisET2@usarc-emh2.army.mil

- 5 Encls
- 1. Transmittal Ltr
  - 2. Resume of Svc Career
  - 3. Commander's Statement
  - 4. Travel Statement
  - 5. Sample Packet Arrangement

//original signed//  
GLENN E. BALLARD  
COL, SP, USAR  
Commanding

DISTRIBUTION:

Cdr, 95TH Div (IT) Brigades  
Cdr, USARC, ATTN: AFRC-PRO-C, 1401 Deshler Street, Ft McPherson, GA 30330  
Cdr, AR-PERSCOM, ATTN: ARPC-OMP-O, 9700 Page Avenue, St Louis, MO 63132-5200  
Cdr, 75<sup>th</sup> Div (EX), ATTN: AFRC-TOK-PR, 1850 Old Spanish Trail, Houston, TX 77054  
Cdr, 78<sup>th</sup> Div (EX), ATTN: AFRC-TOK-PR, 91 Truman Dr South, Edison, NJ 08817-2487  
Cdr, 80<sup>th</sup> Div (IT), ATTN: AFRC-TVA-O, 6700 Strathmore Rd, Richmond, VA 23237  
Cdr, 84<sup>th</sup> Div (IT), ATTN: AFRC-TWI-AA, 4828 W. Silver Spring Dr, Milwaukee, WI 53218  
Cdr, 87<sup>th</sup> Div (EX), ATTN: AFRC-EAL-PE, 1400 Golden Acorn Dr, Birmingham, AL 35244  
Cdr, 91<sup>st</sup> Div (EX), ATTN: AFRC-TOK-PR, Bldg 602, Murray Circle, Ft Baker, CA 94965  
Cdr, 98<sup>th</sup> Div (IT), ATTN: AFRC-TNY, 2035 Goodman St N Rochester, NY 14609  
Cdr, 100<sup>th</sup> Div (IT), ATTN: AFRC-TOK-PR, 3600 Century Div Way, Louisville, KY 40205  
Cdr, 104<sup>th</sup> Div (IT), ATTN: AFRC-TOK-PR, Bldg 987, Vancouver, WA 98661  
Cdr, 108<sup>th</sup> Div (IT), ATTN: AFRC-TOK-PR, 1330 Westover St, Charlotte, NC 28205  
Cdr, 63<sup>rd</sup> RSC, ATTN: AFRC-CCA, 1120 Lexington Dr, Los Alamitos, CA 90720  
Cdr, 70<sup>th</sup> RSC, ATTN: AFRC-TOK-PR, 4575 36<sup>th</sup> Avenue West, Seattle, WA 98199

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DISTRIBUTION (Con't)

Cdr, 77<sup>th</sup> RSC, ATTN: AFRC-CNY-PRA, Ft Totten, NY 11359

Cdr, 81<sup>st</sup> RSC, ATTN: AFRC-TOK-PR, 255 W Oxmoor Road, Birmingham, AL 35209

Cdr, 88<sup>th</sup> RSC, ATTN: AFRC-CMN-PER, 506 Roeder Cr, St Paul, MN 55111

Cdr, 89<sup>th</sup> RSC, ATTN: AFRC-TOK-PR, 2600 Woodlawn, Wichita, KS 67720

Cdr, 90<sup>th</sup> RSC, ATTN: AFRC-CAR-PRR, 8000 Camp Robinson Road, N Little Rock, AR 72118

Cdr, 94<sup>th</sup> RSC, ATTN: AFRC-CMA-PR-P, 695 Sherman Ave, Ft Devens, MA 01433

Cdr, 96<sup>th</sup> RSC, ATTN: AFRC-CUT, Bldg 103, Salt Lake City, UT 84113

Cdr, 99<sup>th</sup> RSC, ATTN: AFRC-CPA-, 5 Lobaugh St, Oakdale, PA 15071

Cdr, First US Army, ATTN: AFKA-PR, Ft Gillem, Forest Park, GA 30050-7000

Cdr, Third US Army, ATTN: AFRD-CS, Ft McPherson, GA 30330-7000

Cdr, Fifth US Army, ATTN: AFKB-PR, Ft Sam Houston, TX 78234-7000

Cdr, 19<sup>th</sup> TAACOM, ATTN: AFRC-TAIA-PE, 225 East Army Post Road, Des Moines, IA 50315

Cdr, 377<sup>th</sup> TAACOM, ATTN: AFRC-SBLA, 5010 Leroy Johnson Dr, New Orleans, LA 70146

**COMMANDER'S STATEMENT**

**NAME OF OFFICER** \_\_\_\_\_  
(Last, First, MI)

**RANK** \_\_\_\_\_ **SSN** \_\_\_\_\_ **DOB** \_\_\_\_\_

**ARMY PHYSICAL FITNESS TEST**

**Date of last testing:** \_\_\_\_\_

**Results (Passed/Failed)** \_\_\_\_\_

**If failed, status** \_\_\_\_\_

**If an alternate APFT was administered a copy of the profile is attached**    Yes   No   NA

**Documentation to substantiate cause if APFT not taken due to medical reasons**  
Yes   No   NA

**WEIGHT STANDARDS:**

**AGE** \_\_\_\_\_ **Current Height:** \_\_\_\_\_ **Current Weight** \_\_\_\_\_ **Max Allowable Weight** \_\_\_\_\_

**\*If standards exceeded include either DA Form 5500-R, Body Fat Content Worksheet (Male) or DA Form 5501-R, Body Fat Worksheet (Female), as appropriate. Yes   No   NA**

**I certify that I have personally verified all information contained herein.**

\_\_\_\_\_  
(SIGNATURE OF OFFICER'S IMMEDIATE COMMANDER)

\_\_\_\_\_  
(TYPED OR PRINTED NAME, GRADE AND DUTY TITLE)

\_\_\_\_\_  
(Date)

**Figure A-2-Commander's Statement**

## PACKET FORMAT

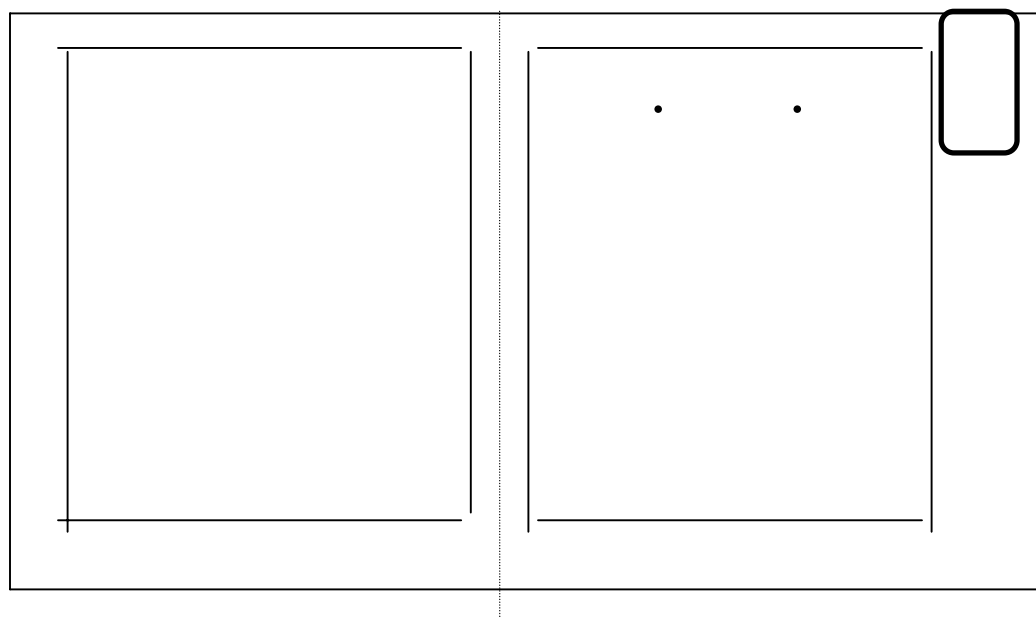
**LABEL**

$$\begin{array}{ccc} 1 & 2 & 3 \\ \hline 4 & 5 & \\ \hline \end{array}$$

1. Rank                      2. L Name, F Name MI    3. MUSARC  
4. SSN                      5. Branch

## INSIDE THE PACKET

**LABEL**



DOCUMENTS WILL BE IN A MANILA FOLDER ARRANGED AS FOLLOWS  
WITH THE FIRST ITEM SHOWN ON TOP. FASTEN WITH ECO FASTENER

**STAPLED TO THE LEFT SIDE(INSIDE)**

- ## 1. Transmittal Ltr

## FASTENED TO THE RIGHT SIDE

1. Photograph
2. Resume of Service Career
3. 2B (SIDPERS-PQR) or ORB
4. DA Form 2-1
5. Last 3 OERs
6. Commanders Stmt
7. Mileage Stmt (If applicable)

## **TRANSMITTAL LETTER EXAMPLE**

**Date**

**JEFFERSON, Thomas E., 000-000-000, COL**

**SUBJECT: Announcement of Staff Officer Vacancy**

**President**

**HQ, 5<sup>th</sup> Brigade (HS) Officer Vacancy Selection Board**

**ATTN: AFRC-TOK-E (Mr. Carofilis)**

**1920 Harry Wurzbach Hwy**

**San Antonio, TX 78209**

**1. Reference subject memorandum dated (Date), announcing an officer vacancy within the 5<sup>th</sup> Brigade (HS). I would like to be considered for the following position:**

*Insert title of position as advertised in referenced memorandum*

**2. Under the provisions of AR 140-10 and in accordance with subject memorandum this transmittal letter and the following enclosures are submitted for consideration and review:**

- a. Official Photograph**
- b. Resume of Service Career**
- c. DA Form 2B**
- d. DA Form 2-1**
- e. Officer Evaluation Reports (last 3)**
- f. Commanders Statement**
- g. Mileage Statement**

**3. If additional information is required I may be reached at the following telephone numbers: Home-432-555-1212 or Business-432-555-1010**

**7 Encls  
as**

**THOMAS E. JFFERSON  
LTC, IN, USAR**

**Encl 1**

## **STATEMENT OF TRAVEL DISTANCE**

**Mileage from my home address to the Staff Position being consider is**

**Approximately \_\_\_\_\_miles. If selected for assignment, method of**

**Travel will be by \_\_\_\_\_.**

**I will be available to participate in all administrative and MUTA drills,  
regardless of distance.**

\_\_\_\_\_  
**(SIGNATURE)**

\_\_\_\_\_  
**(TYPED OR PRINTED NAME, GRADE, SSN)**

\_\_\_\_\_  
**(DATE)**

